

**DEPARTMENT OF LABOR  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH  
ADMINISTRATION**

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

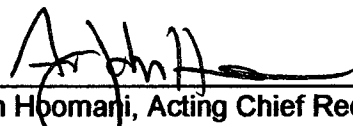
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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The**

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
John Hoomari, Acting Chief Records Officer  
Department of the Labor

  
Kevin Beauregard, Assistant Deputy Commissioner  
Division of Occupational Safety and Health

  
Allen McNeely, Deputy Commissioner  
Division of Occupational Safety and Health

  
David Brook, Director  
Division of Historical Resources

**APPROVED**

  
Cherie K. Berry, Commissioner  
Department of Labor

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

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**Item 35278. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) DATABASE**

**(ELECTRONIC) FILE.** Records in paper and electronic formats concerning inspections carried out, referrals from other agencies, and complaints from employees. Inspection and violation types, amounts of penalty assessments, inspection dates, monthly fatality reports, monthly activity reports, company names, and other related data are entered into this electronic file in order to generate computer printouts which accompany responses to requests for information. (Information is transmitted electronically to the OSHA in Washington, D.C.) (File ownership, maintenance, and backup procedures conducted by Federal OSHA). (Comply with applicable provisions of 13 NCAC 7B.0109, G.S. 95-136 and 95-152, 29 CFR 1903.9 and 1951.47, and 29 USCA 664 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Update electronic records in office daily. Destroy in office computer generated printouts after 3 years.

**Item 35280. REPORTS DATABASE (ELECTRONIC) FILE.** Records in electronic format concerning reports generated by the office. Electronic files include monthly fatality reports, weekly activity reports, and other related data. File also includes backup records.

DISPOSITION INSTRUCTIONS: Item Discontinued. Records transferred to Division of Occupational Safety and Health, Compliance Bureau, Safety and Health Compliance East and West, Desired State Reports (Printout) File (Item 35274).

**Item 35284. STATE PLAN ACTIVITY MEASURE REPORTS (PRINTOUTS) FILE.** Computer generated printouts listing information used to measure the performance of compliance inspection activities of the division. (Information is transmitted electronically by the Occupational Safety and Health Administration in Washington, D.C., via Occupational Safety and Health Administration (OSHA) Database (Electronic) File (Item 35278).)

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Occupational Safety and Health Administration (OSHA) Database (Electronic) File (Item 35278).

**Item 35315. DIRECTOR'S AND ASSISTANT DIRECTOR'S READING FILE.** Correspondence to and from the Director and Assistant Director and the Office of the Attorney General, the General Assembly, other state agencies, and the general public concerning the legal interpretation of regulations and other occupational safety and health issues. File also includes directives issued by the Assistant Director.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**Item 35316. BILLS FILE.** Reference copies of House and Senate bills.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 legislative sessions.

**Item 35319. CORRESPONDENCE WORD PROCESSING FILE.** Records in paper and electronic format concerning state plans and correspondence generated by the office. Correspondence to the Occupational Safety and Health Administration (OSHA), text of state plans, correspondence from the State Plan Coordinator, and other related data are entered into this electronic file. (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to State Plans File (Item 35334).

**Item 35320. DESIRED STATE REPORTS FILE.** Reference copies of monthly computer printouts listing inspections with citations pending, employers due to respond to non-formal complaints, and other related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Records transferred to Division of Occupational Safety and Health, Compliance Bureau, Safety and Health Compliance East and West, Desired State Reports (Printout) File (Item 35274).

**Item 35322. FEDERAL EVALUATIONS FILE.** Records concerning annual evaluations of North Carolina's occupational safety and health programs by the Occupational Safety and Health Administration (OSHA). File includes evaluation reports, responses to evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 35323. FEDERAL POLICIES FILE.** Federal policies and procedures for the administration of occupational safety and health programs. File also includes correspondence to and from the Occupational Safety and Health Administration (OSHA) and indices to the policies and procedures.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**Item 35325. GRANTS FILE.** Records concerning monies received from federal agencies. File includes applications, grant proposals and narratives, agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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**Item 35327. MINUTES FILE.** Official minutes of meetings of the Occupational Safety and Health Advisory Council. File also includes listings of members. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 35332. SPECIAL EVALUATION FILE.** Records concerning the Occupational Safety and Health Administration's (OSHA) evaluation of North Carolina's workplace safety programs as a result of a fire at a chicken processing plant in Hamlet, N.C., in September, 1991. File includes press releases, evaluation reports, responses to evaluations, correspondence, case file reviews, statistical data, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center after 50 years for immediate transfer to the custody of the Archives.

**Item 35333. SPEECHES FILE.** Speeches made by the Director. File includes requests for speeches to be given and confirmation letters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**Item 35334. STATE PLANS FILE.** Official copies of plans in paper and electronic formats for North Carolina's occupational safety and health programs. Plans list policies and procedures for compliance activities and the division, regulatory citations, and other related information.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Transfer paper records to the State Records Center 3 years after superseded or obsolete. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.